

**Nebraska Information Technology Commission
State Government Council**

Online Business Registration Work Group

**Wednesday October 13, 2004, 9:00 A.M. to 10:30 A.M.
Executive Building
5th Floor Conference Room
521 South 14th Street, Lincoln**

Minutes

A. Participants:

Name	Agency
Armstrong, Rod	Nebrask@ Online
Barrett, Karen	Revenue
Bombere, Cathy	Internal Revenue Service
Brown, Dan	Nebrask@ Online
Fordyce, Roy	USDA – Rural Development
McCormick, Sherry	Revenue
Schafer, Steve	CIO
Taylor, Linda	Agriculture
Williams, Steve	Economic Development

B. Review Minutes from Prior Meeting – No changes to the meeting notes.

C. Progress Report from Nebrask@ Online

Rod Armstrong reviewed the draft Project Plan and the draft process flow chart. Preliminary work is revealing some of the complexities of the project. These include:

- Definitions of common data elements
- Data mapping to agency systems
- Process flow
- Signature requirements

As discussed before, Phase I will include the Secretary of State, Department of Labor and Department of Revenue. Phase I would also include an optional save function at every step (but without mandatory registration) and questions and links to other agencies that are not part of Phase I. XML technology may be used to simplify data transfers to agencies' back-end systems.

Other agencies such as Agriculture, Environmental Quality and Workers Compensation Court should be involved in determining common data elements and data definitions in Phase I, but would not be part of the initial process flow. Features

such as data exchanges between agencies and a uniform address change function would be part of later enhancements to the base system.

The system must be expandable. Conceptually, there will be a single database with no duplication of data elements. As additional agencies are brought into the system, unique data elements would be added, and shared data elements would be used to populate the fields in that agency's functions. Maintaining data definitions and the rules governing data elements will be a continual effort.

D. Next Steps

NOL plans to develop a template (Step 2 in the work plan) by November 15. Rod will share the template with individual agencies to get their comments and suggestions.

- E. Set Next Meeting** – The next meeting will be Wednesday December 8 from 9:00 to 10:30 A.M. The location will be the NSOB Lower Level C conference room.